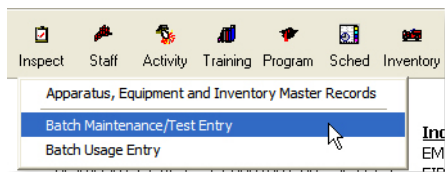
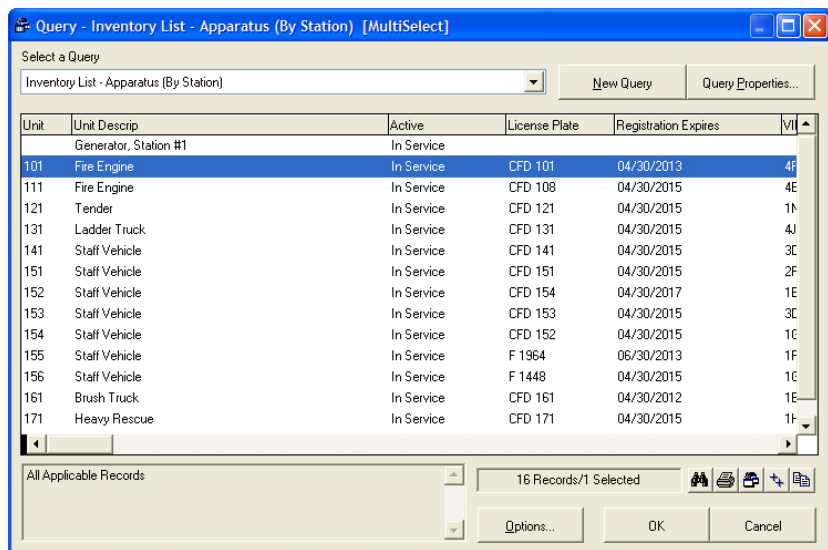


Entering a Weekly Truck Check

Use the following steps to enter a weekly truck check into Firehouse.

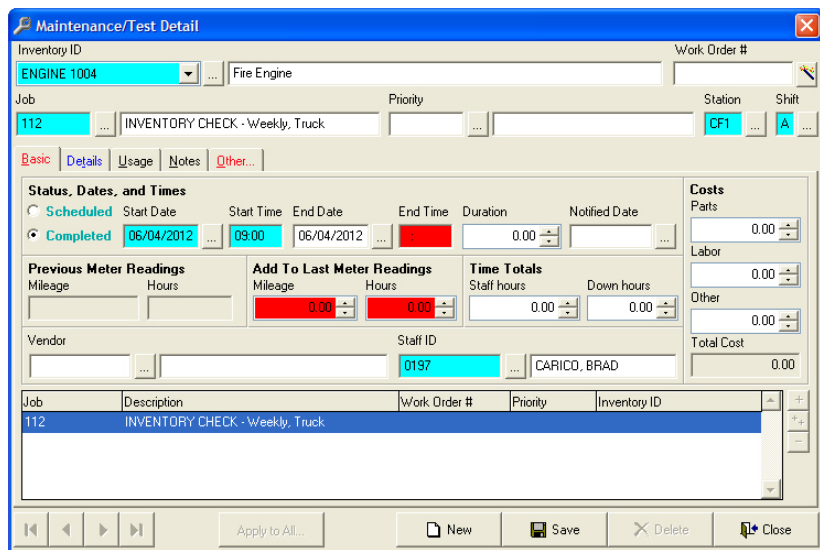


To start a weekly truck check in Firehouse, right click on the **Inventory** icon and then select the **Batch Maintenance/Test Entry**.



Next the default query will open listing the apparatus for the station where the computer is located.

Select the apparatus that you have completed the weekly check on. Then double click on the apparatus record or highlight it and then select the **OK** button.



Maintenance/Test Detail Screen

The **Maintenance/Test Detail** screen will open up.

In the **Job** field, enter the code **112** for weekly check or click on the 3-dot box to find the job code in the look-up table.

Fields that are required to be filled in are highlighted in red. Fields include

- **End Date**
- **Mileage**
- **Hours**

* Make certain that the **Completed** button next to the Start Date is checked.

FIREHOUSE USER MANUAL

Maintenance/Test Detail - 112 - INVENTORY CHECK - Weekly, Truck

Inventory ID: ENGINE 1004 Fire Engine Work Order #

Job: 112 INVENTORY CHECK - Weekly, Truck Priority Station: CF1 Shift: A

Basic Details Usage Notes Other...

Status, Dates, and Times

Scheduled Start Date Start Time End Date End Time Duration Notified Date

Completed 06/04/2012 09:00 06/04/2012 10:00 1.00

Previous Meter Readings

Mileage Hours

Add To Last Meter Readings

Mileage Hours

65191.00 4671.00

Time Totals

Staff hours Down hours

0.00 0.00

Costs

Parts Labor Other Total Cost

0.00 0.00 0.00 0.00

Vendor Staff ID

0197 CARICO, BRAD

Job Description Work Order # Priority Inventory ID

112 INVENTORY CHECK - Weekly, Truck

Apply to All... New Save Delete Close

After completing the **Basic** tab, the **Other** tab will remain red. There are user fields associated with the truck check record that need to be completed.

Maintenance/Test Detail - 112 - INVENTORY CHECK - Weekly, Truck

Inventory ID: ENGINE 1004 Fire Engine Work Order #

Job: 112 INVENTORY CHECK - Weekly, Truck Priority Station: CF1 Shift: A

Basic Details Usage Notes Other...

Required Completed

<input checked="" type="checkbox"/>	<input type="checkbox"/>	User Fields...
<input type="checkbox"/>	<input type="checkbox"/>	Attachments & Signatures...
		Record Modification History...
<input type="checkbox"/>	<input type="checkbox"/>	Staff Activity...

Apply to All... New Save Delete Close

Select the **Other** tab and then on the **User Fields** button to enter the information.

Maintenance/Test User Fields

Repair/Maintenance Daily Truck Check Weekly Truck Check Monthly Truck Check Calibration/Testing

Weekly Equipment Check OK? [Green]

Engine Compartment

<input checked="" type="checkbox"/> L-1	<input checked="" type="checkbox"/> R-1	<input checked="" type="checkbox"/> Oil
<input checked="" type="checkbox"/> L-2	<input checked="" type="checkbox"/> R-2	<input checked="" type="checkbox"/> Antifreeze
<input checked="" type="checkbox"/> L-3	<input checked="" type="checkbox"/> R-3	<input checked="" type="checkbox"/> Power Steering
<input checked="" type="checkbox"/> L-4	<input checked="" type="checkbox"/> R-4	<input checked="" type="checkbox"/> Wiper Fluid
<input checked="" type="checkbox"/> L-5	<input checked="" type="checkbox"/> R-5	<input checked="" type="checkbox"/> Transmission Fluid
<input checked="" type="checkbox"/> L-6	<input checked="" type="checkbox"/> R-6	<input checked="" type="checkbox"/> Batteries
<input checked="" type="checkbox"/> L-7	<input checked="" type="checkbox"/> R-7	<input checked="" type="checkbox"/> Primer Oil
<input checked="" type="checkbox"/> L-8	<input checked="" type="checkbox"/> Top Left	<input checked="" type="checkbox"/> Foam
<input checked="" type="checkbox"/> Aerial Ladder	<input checked="" type="checkbox"/> Top Right	<input checked="" type="checkbox"/> Tires
<input checked="" type="checkbox"/> Front Bumper	<input checked="" type="checkbox"/> Cab	<input checked="" type="checkbox"/> Fuel
<input checked="" type="checkbox"/> Left Outside	<input checked="" type="checkbox"/> Glove Box	
<input checked="" type="checkbox"/> Right Outside		
<input checked="" type="checkbox"/> Rear Compartment		
<input checked="" type="checkbox"/> Tailboard		
<input checked="" type="checkbox"/> Cross Lays		
<input checked="" type="checkbox"/> Spare SCBA		

Miscellaneous Notes

Save Delete Close

Bring the **Weekly Truck Check** page to the front. You will find the field **Equipment OK?** field is green, making it a required entry.

Selecting the down arrow, two choices for this field will appear. Your choices are **Yes** or **No**.

FIREHOUSE USER MANUAL

The screenshot shows the 'Maintenance/Test User Fields' window. The 'Weekly Equipment Check OK?' dropdown is set to 'Yes'. The window is divided into three main sections: 'L' (Left), 'R' (Right), and 'Engine Compartment'. Each section contains a list of equipment items with checkboxes. The 'L' section includes L-1 through L-8, Aerial Ladder, Front Bumper, Left Outside, Right Outside, Rear Compartment, Tailboard, Cross Lays, and Spare SCBA. The 'R' section includes R-1 through R-7, Top Left, Top Right, Cab, and Glove Box. The 'Engine Compartment' section includes Oil, Antifreeze, Power Steering, Wiper Fluid, Transmission Fluid, Batteries, Primer Oil, Foam, Tires, and Fuel. A 'Miscellaneous Notes' text area is located at the bottom. The 'Save', 'Delete', and 'Cancel' buttons are at the bottom right.

If the equipment on the truck checked out all right, select **Yes**

At this point, no other information is required to be entered, so select the **Save** button and then the **Close** button.

After returning the maintenance record screen, you can now save and close the maintenance record.

The screenshot shows the 'Maintenance/Test User Fields' window. The 'Weekly Equipment Check OK?' dropdown is set to 'No'. The layout is identical to the previous screenshot, but the 'No' selection is highlighted in red. The 'Save', 'Delete', and 'Cancel' buttons are at the bottom right.

If there is equipment missing or out of service, select **No**.

The **Equipment OK?** field will turn red until entries are made in the compartment or memo fields.

The screenshot shows the 'Maintenance/Test User Fields' window. The 'Weekly Equipment Check OK?' dropdown is set to 'No'. The 'L-4' checkbox is highlighted in green. The 'R-6' checkbox is highlighted in green. The 'Wiper Fluid' checkbox in the 'Engine Compartment' section is highlighted in green. The 'Save', 'Delete', and 'Cancel' buttons are at the bottom right.

For each area of the apparatus that is missing equipment or has a mechanical problem, uncheck the box on for that area.

When the field opens up it will be required enter what the problem is. Repeat this on all fields with problems.

If the problem does not fit into one of the compartment fields use the **Miscellaneous Notes** section.

FIREHOUSE USER MANUAL

Maintenance/Test User Fields

Repair/Maintenance | Daily Truck Check | **Weekly Truck Check** | Monthly Truck Check | Calibration/Testing

Weekly Equipment Check OK? **No**

L-1 ☒ L-2 ☒ L-3 ☒ L-4 ☐ missing 1 1/2" - 2 1/2" adapter L-5 ☒ L-6 ☒ L-7 ☒ L-8 ☒ Aerial Ladder ☒ Front Bumper ☒ Left Outside ☒ Right Outside ☒ Rear Compartment ☒ Tailboard ☒ Cross Lays ☒ Spare SCBA

R-1 ☒ R-2 ☒ R-3 ☒ R-4 ☒ R-5 ☒ R-6 ☐ power hydraulic tool needed gas added R-7 ☒ Top Left ☒ Top Right ☒ Cab ☒ Glove Box

Engine Compartment

☒ Oil ☒ Antifreeze ☒ Power Steering ☐ Wiper Fluid added fluid ☒ Transmission Fluid ☒ Batteries ☒ Primer Oil ☒ Foam ☒ Tires ☒ Fuel

Miscellaneous Notes

Save Delete Cancel

Once all your information has been entered select the **Save** and then **Close** button to close the user field's record for your weekly truck check.

This will return you to the maintenance detail record screen.

Maintenance/Test Detail - 112 - INVENTORY CHECK - Weekly, Truck

Inventory ID: **ENGINE 1004** Fire Engine Work Order #

Job: **112** INVENTORY CHECK - Weekly, Truck Priority Station: **CF1** Shift: **A**

Basic | **Details** | Usage | Notes | Other...

Required	Completed	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User Fields...
<input type="checkbox"/>	<input type="checkbox"/>	Attachments & Signatures...
<input type="checkbox"/>	<input type="checkbox"/>	Record Modification History...
<input type="checkbox"/>	<input type="checkbox"/>	Staff Activity...

Apply to All... New Save Delete Close

Select the **Save** button and the truck check record will be saved.

The **Maintenance/Test Detail** screen will close automatically after the record is saved.

Reviewing Weekly Truck Checks for your Apparatus

Weekly truck check reports will be e-mailed daily at 16:00 to each shift's Outlook mailbox. The Fire Chief also receives a copy of this report at that time. This includes the Outlook inbox for the Battalion Chief, Station 1 and Station 2.